

**DEPARTMENT OF THE NAVY
OFFICE OF THE DEPUTY ASSISTANT SECRETARY OF THE NAVY
(CIVILIAN PERSONNEL/EQUAL EMPLOYMENT OPPORTUNITY)
HUMAN RESOURCES MANAGEMENT CAREER PROGRAMS
MERIT PROMOTION ANNOUNCEMENT**

VACANCY ANNOUNCEMENT NUMBER: 01-ODASN-DCP-05-NR

POSITION: Human Resources Officer, GS-201-14

LOCATION: Commander, Naval Supply Systems Command, Mechanicsburg, PA

OPENING DATE: October 23, 2001

CLOSING DATE: November 13, 2001

AREA OF CONSIDERATION: Career/Career-Conditional Department of the Navy employees

DUTIES: The incumbent of this position serves as the Deputy Director of Civilian Workforce Planning and as Director of Civilian Personnel Programs (DCPP). The position is a member of the NAVSUP senior management team, and participates on all major planning decisions involving mission requirements and their impact on the civilian workforce. The incumbent, as DCPP, is responsible for the integration of human resources (HR) management into NAVSUP's executive planning. Additionally, the DCPP is a source of continuity to the "corporate memory" of the Commander's staff. The incumbent is responsible for strategic workforce planning which is integral to the NAVSUP strategic plan. The incumbent develops and executes HR strategies supporting work force shaping, base realignment and closures, restructuring, regionalization, consolidation, competitive sourcing, privatization, contracting out, information technology innovations. As Deputy Director/DCPP develops and executes Command-wide HR programs responsive to NAVSUP requirements, goals, concerns, and vision, and provides leadership in melding Command HR and equal employment opportunity policies, programs, and operations.

NAVSUP has approximately 8,200 civilian employees including appropriated, U.S. citizens and FN employees at approximately 17 subordinate commands and shore activities.

The incumbent supervises a staff of 8 civilian workforce planners and HR/EEO specialists.

A Top Secret Clearance is required for this position.

QUALIFICATION REQUIREMENTS: The minimum qualification requirements for this position are found in the Office of Personnel Management Qualifications Handbook, GS-200 series. To be found qualified, candidates must have one year of experience equivalent to the GS-13 level which provided a knowledge of human resources management policies, programs and processes, as well as the ability to manage a large human resources program serving a multitude of diverse customers.

OTHER PERTINENT INFORMATION:

1. PCS authorized IAW JTR Vol II.
2. A Top Secret Clearance is required (Testing Designated Position)
3. Selectee will be required to participate in direct deposit/electronic funds transfer as the standard method of payment.

HOW TO APPLY: Candidates interested in applying for this position should submit a resume along with a narrative discussion of how their experience, skills and abilities address the job elements listed below. Although resumes are preferred, SF-171s and OF-612s will also be accepted.

STANDARD JOB ELEMENTS:

1. Ability to design and implement HRM programs which support mission requirements and meet customer needs, and formulate goals, plans, and methods of evaluation.
2. Ability to provide representation on organizational and HRM matters/issues to all levels of interest, both internal and external to the organization.
3. Knowledge of HRM programs, practices, and procedures, to include knowledge of foreign national personnel management policies.
4. Ability to plan, implement, and evaluate equal employment opportunity programs.
5. Ability to acquire, develop, and manage a staff and supporting resources including planning, organizing, and delegating work.
6. Knowledge of field/headquarters/relationships.

WHERE TO APPLY: Applications must be submitted to the following address:

Office of the Deputy Assistant Secretary of the Navy
(Civilian Personnel/Equal Employment Opportunity)
Executive Personnel and Leadership Development (DP6/bf)
Division (Attn: 01-ODASN-DCP-05-NR)
Nebraska Avenue Complex
321 Somers Court NW, Suite 40101
Washington, DC 20393-5451

PRIORITY CONSIDERATION PROGRAMS

This position will be filled following the provisions of the DOD Program for Stability of Civilian Employment.

ACCEPTANCE OF APPLICATIONS:

Applications must be received by close of business on 13 November 2001. If you have any questions concerning this announcement, please contact Ms. Betty Fisher on DSN 764-0645 or (202) 764-0645.

In accordance with 18 U.S.C. 1719 and DON instructions, applications submitted at government expense will not be accepted.

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require accommodations should contact the Equal Employment Opportunity staff at the HRSC Capital (202) 764-1368, DSN: 764-1368 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

SUPERVISORS ARE RESPONSIBLE FOR PRINTING AND ROUTING/DISTRIBUTING ALL MESSAGES POSTED TO THE HR MECH INFO BULLETIN BOARD TO ALL OF THEIR EMPLOYEES WHO DO NOT HAVE ACCESS TO ELECTRONIC MAIL IN THEIR WORKPLACE. IN ADDITION, PERSONNEL RESPONSIBLE FOR POSTING ITEMS TO OFFICIAL BULLETIN BOARDS ARE RESPONSIBLE FOR PRINTING A COPY OF THIS JOA AND POSTING THIS JOA TO THE BULLETIN BOARD AS SOON AS POSSIBLE IN ACCORDANCE WITH ARTICLE 32, SECTION 5

OF THE NEGOTIATED AGREEMENT WITH AFGE.

PART III - BACKGROUND SURVEY QUESTIONNAIRE

This information is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary.

SEX: ____ F (Female)
M (Male)

RACE: ____ A (Asian)
B (Black)
H (Hispanic)
I (American Indian)
W (White)
O (Other)